

POLICE DETENTION MANAGER

DISTINGUISHING FEATURES

The fundamental reason the Police Detention Manager position exists is to provide leadership and management for two 24-hour police holding facilities. Exercises direct supervision over Detention Supervisors. Work is performed under general direction from the Captain of Special Operations.

ESSENTIAL FUNCTIONS:

Plans, organizes, directs, and evaluates the work of supervisors, detention and transport officers in the daily operations of holding facilities. Establishes, implements, supervises, reviews and makes recommendations on unit procedures and policies.

Selects, trains and evaluates the work of supervisors and line employees. Communicates with and observes the work of staff to ensure compliance with all standards and local, state and federal laws regulating the operation of holding facilities and victim's rights.

Prepares detailed written reports and statistical data on a computer terminal requiring continuous and competitive arm, hand, and eye movement; operates the ACIC/NCIC/PACE/AFIS systems, operates and oversees the unit's procedures and operation of intoxilyzer and video arraignment equipment.

Collects and analyzes data and maintains accurate detailed records of detention activities and compiles the information to prepare detailed written reports. Assists in developing and justifying operating budgets; reviews and monitors budget expenditures throughout the year; authorizes expenditures with management.

Communicates, coordinates and serves as a representative on divisional operations and activities with other law enforcement and criminal justice agencies, and other internal city and department divisions.

May testify in court.

Investigates and follows up on complaints.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Knowledge of:

Laws and regulations regulating the operation of holding facilities and victim's rights as well as departmental policies and procedures.

ACIC/NCIC/PACE/AFIS systems.

The operation and services normally provided by police departments

Jailing of male and female prisoners

Local, state, and federal regulations relating to security and privacy

Federal, state, and local law enforcement agencies and their functions, jurisdiction procedural and operational relationship to police detention

Modern supervisory, training, and evaluation methods and practices.

Ability to:

Produce written documents in the English language with clearly organized thoughts using proper sentence construction.

Comprehend and make inferences from material written in the English language.

Communicate clearly and concisely, both orally and in writing and interact effectively with individuals of varied social, economic, cultural and ethnic backgrounds, co-workers, subordinates, and other City staff.

Prepare quality detailed written reports and prepare and monitor a budget.

Learn and perform first aid and Cardio Pulmonary Resuscitation (CPR) procedures

React quickly and effectively to physical confrontations and emergency situations with prisoners (avg. weight 160 lbs).

Deal effectively with upset individuals, and when required, to use sufficient physical force to complete the jailing and detention of City prisoners.

Recognize unusual medical, physical, or mental conditions of prisoners.

Perform multiple physical tasks simultaneously; stand and sit for long periods of time; bend, reach, kneel and crouch; perform defensive tactics which require quick reflexes, agility, coordination and strength.

Recall visual details; and testify in court.

Operate computer terminal, intoxilyzer equipment, video arraignment equipment, telephone, and fingerprint equipment requiring visual and muscular dexterity and controlled manipulations.

Posses a valid Arizona driver's license with no major driving citations in the last 39 months.

Education & Experience

Requires a minimum of five years experience in police administration or management, preferably in a detention or corrections facility including supervisory experience. College coursework in criminal justice or a related field is preferred. Successful completion of a recognized law enforcement academy is desirable. Must be able to provide leadership to, manage and supervise two 24-hour police holding facilities as well as perform the essential functions of a detention officer.

FLSA Status: Exempt

HR Ordinance Status: Unclassified